

Thomas Jones Covid Risk assessment – January 2022

The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant and on 8 December that Plan B, set out in the [autumn and winter plan 2021](#), was being enacted. As a result, these measures are reflected in the guidance for schools published January 2022, which this risk assessment is based on. This advice remains subject to change as the situation develops.

Assessment by: Lindsay JOHNSON (Deputy Headteacher)

Date: January 2022

Headteacher Approval: David SELLENS

Ongoing

Chair of Governors Approval: Tom CHURCH

Ongoing

All employers have a duty to consult employees on health and safety. Have staff (support staff, teachers, leadership, administrative, site manager) been consulted in production of this risk assessment?

Yes. (including union rep – Scott Gourley) Ongoing

What are the hazards?	Who might be harmed?	Actions to take	What further action is necessary?
<p>OVERVIEW: Transmission of COVID-19</p>	<p>Staff, children / wider contacts</p>	<p>General Prevention Measures:</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 2) Face coverings. Staff are not expected to wear a mask while in the classroom but they will need to wear face coverings in corridors and communal areas. With this guidance in mind, please wear a mask in the: <ul style="list-style-type: none"> • hall • corridors • loos • staffroom (when popping in) but not when you're having a break • photocopier room • teacher's ICT suite <p>(The government has also re-instated the legal requirement to wear face coverings in law on public transport and dedicated transport to school or college.)</p> <ol style="list-style-type: none"> 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual. 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach. 5) Maintain appropriate cleaning regimes. 6) Keep occupied spaces well ventilated. 	<p>Children can bring their own hand gel and tissues in KS1 and KS2, as well as these items being offered in school.</p> <p>In EYFS, KS1 and KS2 boxes of tissues should be dotted about and/or kept in trays (KS2) to enable easy access for children and staff.</p> <p>All children to be continually reminded of the importance of 'catch it, bin it, and kill it.'</p> <p>All staff can access testing kits from school, so that they are able to test themselves twice a week. (this is to be reviewed in the early autumn) and if they develop symptoms, they will stay at home and get a PCR test.</p> <p>Find out more about COVID-19 testing in Westminster.</p>

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		<p>7) Follow public health advice on testing, self-isolation and managing confirmed cases of Covid.</p> <p>The priority is for schools to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.</p>	<p>Find out more about COVID-19 testing in Kensington and Chelsea</p> <p>The disabled loo should continue to only be used to change children. No adults should use it/enter it unless they are LSAs tending to children.</p> <p>Highlight poorly ventilated areas to staff so that they can take extra care and spend minimal time in them:</p> <ol style="list-style-type: none"> 1) Photocopier room 2) Additional Y3 classroom space/teachers ICT suite 3) Stock cupboard 4) Uniform cupboard 5) Bill's office 6) Hub room 7) Loos – men's, women's and disabled
<p>Transmission of COVID-19 through person-to-person contact/coughing etc.</p>	<p>Staff, Children / wider contacts / outside professionals</p>	<p>It is no longer recommend that it is necessary to keep children in consistent groups ('bubbles').</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and we will no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>If there is an outbreak of Covid, it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of 'bubbles' will not be taken lightly and will need to take account of the detrimental impact they can have on the delivery of education.</p> <p>Ensure that children and staff, where possible, only mix in consistent class groups and that contact is limited to those children and staff within the class.</p>	<p>The staffroom is open and staff will be able to mix. However, this space should be well-ventilated at all times (even in winter) with staff wearing appropriate clothing to keep warm. Face masks should be worn when 'passing through', but not when sitting and eating. Staff should also consider the distance at which they sit from one another.</p> <p>The school only has funds to provide it for – first aiders and certain LSAs and for emergencies</p>

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		<p>Rooms to be kept as well ventilated as possible (opening windows) All other indoor areas used will be ventilated adequately, with windows/doors opened by site manager first thing in the morning.</p> <p>Children and staff should dress appropriately for the temperature of the room. Children should be allowed to wear fleeces in the classroom and teachers should rotate children who sit by a window.</p> <p>Schedule handwashing times for all children and staff to ensure this occurs on arrival and before eating. Hands should also be washed after going to the loo.</p> <p>Breakfast Club continues into the spring term Play Plus continues into the spring term After School Clubs continue into spring term</p> <p>Assemblies or collective worships can continue. Whole school assemblies will be rare – a maximum of half the school’s children and staff will be in the hall at any one time.</p> <p>Face to face meetings can resume. Some attention should be paid to the number of staff in a room and good ventilation must be in place. Colleagues should continue to utilize Zoom at times, where appropriate.</p> <p>Introduce enhanced cleaning of all facilities at the end of each week.</p> <p>Provide suitable and sufficient rubbish bins in all areas with regular removal and disposal.</p> <p>Water fountains to remain closed (signs also displayed) and follow the Legionella management programme weekly. Children to bring in their own water, in a named bottle.</p>	<p>Children to wear school fleeces in class when the weather is cold.</p> <p>Staff to be encouraged to wear appropriate clothing so that, windows can remain open slightly.</p> <p>When therapists/professionals come into school to observe a child:</p> <ul style="list-style-type: none"> • They must wear PPE in communal spaces • They will be sent and read the school’s risk assessment in advance and adhere to expectations and requirements. <p>Staff can work at home when they are undertaking a role or activity conducive to this option,</p> <p>Certain ‘office based-staff’ (admin and leadership), when working on appropriate activities can work at home.</p> <ul style="list-style-type: none"> • Teachers, when undertaking planning preparation and marking, can work at home.
<p>Transmission of COVID-19 from access to & egress from site</p>	<p>Staff, Children/ wider contacts</p>	<p>Staggered start and finish times, break and lunch times are not being re-introduced. All children will continue to arrive at school for 9am and leave at 3.20pm (3.15pm – nursery)</p> <p>Children will sanitise their hands on entry to their class.</p>	<p>The government requires that people wear a face mask in crowded areas such as public transport to help stop the spread of the virus. It is expected that staff will wear a mask to and from school if they travel on a bus or tube.</p>

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		<p>Although a temperature is not always an indicator of Covid, temperatures will still be taken as children enter the class, as this can sometimes be an indicator of the virus and will also alert staff to a child's general health.</p> <p>Visitors Ensure all visitors / building users are aware of expectations. They must wear a mask in communal spaces. They should follow social distancing (when in 'crowded areas' where there are lots of children/staff around), use hand sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Staff On arrival all staff to be required to sanitise their hands.</p> <p>Adults to take their own temperature in their zone on arrival to school.</p> <p>Staff can continue to leave the site when taking their break from September 2021. Care should be taken.</p> <p>Educational visits off-site can continue into the spring term. Teachers will take care in planning a trip and be mindful of incorporating protective factors in order to keep children and staff safe. In addition, full and thorough risk assessments in relation to all educational visits will be undertaken and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</p> <p>Parents/Carers Parents/carers are allowed on site in the morning and afternoon, but not in the building unless arranged in advance. Meetings/conversations can also occur over the phone or via Zoom.</p>	<p>Staff should take some care when communicating face to face with parents and carers at the beginning and end of each day. (distance, face mask.) It is for each individual staff member to decide what feels appropriate for them.</p> <p>Signage in reception regarding good hygiene and social distancing</p> <p>Teachers to peruse and become familiar with- General guidance about educational visits</p>
Indirect transmission of COVID-19 through surface	Staff/ Children/ wider contacts	<p>We will:</p> <p>Ensure children sanitize their hands on entry to school.</p>	<p>Teachers to ensure children wash their hands/use hand sanitizer:</p> <p>1) On entry</p>

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contamination and ineffective personal hygiene practices		<p>Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up.</p> <p>Ensure soap and hand towels are regularly topped up at all washing stations.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance and that children continue to be explicitly taught/reminded how to wash hands thoroughly.</p> <p>Encourage parents to send in emollient cream if their child suffers from eczema, so hands don't become cracked and sore and to ensure children don't try to avoid washing hands.</p> <p>Locate hand sanitiser at reception and insist on it being used by all persons when entering the building.</p> <p>Provide multiple tissue boxes for classrooms. Staff to replenish as needed.</p> <p>Ensure bins are provided for tissues in every classroom.</p> <p>Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class. Staff / children to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p>	2) Before lunch
Transmission of Coronavirus / spread of COVID-19 due to insufficient / ineffective cleaning and hygiene practices	Staff, Children / wider contacts	<p>We will ensure:</p> <p>Daily cleaning and an enhanced cleaning regime weekly (by the school's cleaners)</p> <p>Some cleaning during the day, with a focus of frequently touched surfaces such as door handles (class teachers to organise with TAs)</p> <p>Cleaning protocol is followed: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels.</p> <p>Hand towels and hand wash are checked and replaced as needed by site manager.</p>	

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		<p>Enhanced cleaning regimes for toilet facilities are undertaken, particularly door handles, locks and the toilet flush, etc. (by cleaners)</p> <p>Only cleaning products supplied by the school / contract cleaners are used.</p>	
Transmission of of COVID-19 from contact points	Staff, Children / wider contacts	<p>We will ensure:</p> <p>Children have their own, water bottles in school (supplied by parents.)</p>	<p>Individual pencil cases are not required.</p> <p>Only two staff members are permitted in the photocopier room at a time – this room has little ventilation</p> <p>Cleaning products in photocopier room so contact points can be sanitized after use.</p>
Transmission of COVID-19 due to failure to adhere to rules within school	Staff, Children / wider contacts	<p>We will:</p> <p>Behaviour policies have been reviewed, to ensure they are in line with updated guidance.</p> <p>Communicate updates to staff, children and parent/carers.</p> <p>Parent/carer agreement:</p> <ul style="list-style-type: none"> - I understand that if my child presents with any combination of symptoms related to the coronavirus, parents/carers will be required get them tested and follow public health advice. - Whilst I understand that the school staff will strive to keep the site safe at all times and will ensure that protective rules and routines are established, there can be no absolute guarantee. - I understand that parent/carers can come onto the school site from September 2021 but should not enter the school building unless arranged in advance. - If considering travelling abroad, I will bear in mind the impact on my child's education which may result from any requirement to quarantine or isolate on return. - I will check my emails regularly. 	

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Transmission of COVID-19 during lunchtime	Staff, Children / wider contacts	<p>Reinforce handwashing prior to eating food.</p> <p>Hand sanitiser to be located in the staffroom</p> <p>Staff should be mindful of the distance they keep from a colleague in the staffroom</p> <p>Staffroom to be well-ventilated at all times, regardless of the weather or temperature outside</p> <p>Cleaning protocols in the lunch hall should be adhered to.</p> <p>The lunch hall should be well-ventilated at all times, regardless of the weather or temperature outside.</p>	
Transmission of COVID-19 from contractors	Contractors, Staff, Children / wider contacts	<p>We will:</p> <p>Staff and contractors are to maintain a safe distance between themselves and others when in crowded locations.</p> <p>All contractors use alcohol-based hand sanitiser upon entering the site.</p> <p>All contractors to wear a mask if they are working inside the building, but not if they are working outside.</p>	
Transmission of COVID-19 due to lack of awareness of PHE / school controls	Staff, Children / wider contacts	<p>We will:</p> <p>Display posters in the reception and other communal area around the site.</p> <p>Re-visit the risk assessment with all staff at the beginning of each term, warning them of the continued risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Ensure good, clear and regular communications with parents/carers and wider school community - their support is valued and needed.</p>	
Transmission of COVID-19 via provision of first aid	Staff, Children / wider contacts	<p>During first aid, physical contact should be kept to a minimum e.g. children apply cold pack, wipe, plaster where able to do so.</p> <p>First aiders will be issued with a PPE pack and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion.</p>	<p>Site manager to circulate packs to first aiders (and LSAs)</p> <p>First aiders – Bill Wharmby, Weit Sittachai, Corinne Smith, Scott Gourley and Sylvie Achi</p>

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<p>Transmission of COVID-19 via provision of support and care of children who are clinically extremely vulnerable (CEV) or staff</p>	<p>Staff, Children / wider contacts</p>	<p>For children who are clinically extremely vulnerable (CEV) the utmost care should be taken when in close proximity and many of the protocols that were in place pre-September 2021 should remain due to their vulnerability.</p> <p>Ensure staff working with this children know the whereabouts of PPE, and are trained to use it safely.</p> <p>Staff who are CEV and those staff supporting children that are CEV (supported by SENDCo) will think particularly carefully about the additional precautions they can continue to take.</p>	<p>Further information can be found in the guidance on protecting people who are CEV from COVID-19</p> <p>This should be highlighted to CEV staff and the LSAs of CEV children to read.</p>
<p>Transmission of Coronavirus / spread of COVID-19 due to SUSPECTED CASE ON-SITE</p>	<p>Staff, Children / children / wider contacts</p>	<p>When an individual develops COVID-19 symptoms or has a positive test</p> <p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>If anyone in your school develops COVID-19 symptoms, however mild, they will be sent home and they will follow public health advice.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they will be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE will also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance. Any rooms they use will be cleaned after they have left. The household (including any siblings) will follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of</p>	

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		<p>someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> • fully vaccinated adults – people who have had 2 doses of an approved vaccine • all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status • people who are not able to get vaccinated for medical reasons • people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts. Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing. For further information please see SEND guidance. Further information is available in NHS Test and Trace: what to do if you are contacted and in the stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>We will:</p> <ul style="list-style-type: none"> • Ensure all children are reminded daily to inform their teacher if they feel poorly • Designate waiting room/s for symptomatic child/children waiting to be collected. • Establish clear communication protocol in school, for quickly notifying key staff and parent/carer- Emergency contact numbers for parents/carers cross checked to ensure they are up to date • Set up COVID-19 risk/ incident log, for oversight by the safeguarding governor and further debrief/ training • Child/ staff member with symptoms should go home as soon as possible. • While waiting for collection, the child will wait in a well-ventilated room with a closed door, or if they cannot be isolated then they will be moved them to an area which is at least 2m away from others • Parents/ carers/ symptomatic staff provided with self-isolation advice, and information about seeking help 	<p>Un-vaccinated staff as well as vaccinated staff should be clear on new protocols.</p>

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		<ul style="list-style-type: none"> • Safe disposal of any PPE and areas occupied and equipment used by the affected person cleaned and disinfected • Remote Learning - Not all people with COVID have symptoms. Where appropriate, we will support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. We will maintain our capacity to deliver high-quality remote education for the next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad. The remote education provided will be equivalent in length to the core teaching pupils would receive in school. We will work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education. Full expectations for remote education, support and resources can be found on the get help with remote education service. <p>Confirmatory PCR tests Staff and children with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p>	
<p>Insufficient number of staff for the number of children attending and/or safety measures being adhered to.</p>		<p>We will:</p> <p>Audit the health status and availability of every member of staff and regularly review and update this, so that deployment can be planned.</p> <p>Carry out individual staff risk assessments where appropriate.</p> <p>Make full use of all qualified teachers and take a flexible and responsive approach to the use of teaching assistants and pastoral staff in supervising classes.</p>	<p>School contingency plan to be enacted if some or all children have to learn at home.</p>

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		<p>Ensure there are sufficient support staff available to support those children who need a high level of support, including those with SEND whilst minimising changes in contact. Some children, for example those children with ASD will need to be supported by the same adults, where possible. Complete individual risk assessments for children with an EHCP.</p>	
<p>Children and staff well-being detrimentally effected by the additional pressures and concerns around COVID 19</p>	<p>Children and staff</p>	<p>Children Some pupils may be experiencing a variety of emotions in response to the Covid pandemic, such as anxiety, stress or low mood.</p> <p>Staff Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.</p> <p>Schools have a legal obligation to protect their employees, and others, from harm and should continue to assess health and safety risks</p> <p>Leadership team as well as all colleagues are to ensure that our usual wellbeing policy for colleagues is being adhered to.</p> <p>Workplace Options remain open and colleagues can seek counselling and the details are in our policy on the website. The service is free and confidential.</p>	<p>Staff can access useful links and sources of support on promoting and supporting mental health and wellbeing in schools.</p> <p>Ensure staff see and have an opportunity to comment on the risk assessment and any updates.</p> <p>Ensure staff can have a break.</p> <p>Teachers to undertake PPA at home or school – whichever suits them.</p> <p>Ensure the time it takes to prepare school learning and home/remote learning is appropriate and streamlined.</p>

Key Local Authority Contacts:

Health and Safety – Phil Pringle – phil.pringle@rbkc.gov.uk

Public Health: CHSCovid19Coordination@rbkc.gov.uk